

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: July 26, 2004
TIME: 4:00 p.m.
LOCATION: Eastwood Branch Library
Community Room
1112 Gayle Street
Kalamazoo, Mi 49048

President Brown called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon
Loren Dykstra, Lisa Godfrey and James VanderRoest.

ELECTION OF OFFICERS:

Presentation: The nominating committee proposed the following slate of board officers for the 2004/2005 year:

Lisa Godfrey, President
Cynthia Addison, Vice President
James VanderRoest, Treasurer
Amy DeShon, Secretary

MOTION: MR. VANDERROEST MOVED AND MR. BROWN SUPPORTED CLOSING THE NOMINATIONS AND UNANIMOUS APPROVAL OF THE SLATE OF OFFICERS AS PRESENTED BY THE NOMINATING COMMITTEE.

Discussion: There were no further nominations proposed.



**MOTION CARRIED 7-0. The recommended slate of officers was approved.
Ms. Godfrey assumed the President's chair.**

President Godfrey thanked the board for the confidence placed in her and looks forward to the coming year. She recognized Dr. Brown's service over the last two years as Board President. She noted that he was consistently a wonderful public representative of the board, always striking just the right tone appropriate to his audience.

Approval of Agenda: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of June 28, 2004
- B. Personnel Items

Patti Dooley will transfer from Library Assistant 4, .75 time in Loan and Outreach Services, to Library Assistant 3, full-time in Adult Services, effective July 16, 2004. Ms. Dooley has been on the library staff since 1985 beginning as an hourly employee.

Jeremy Richardson will move from the hourly FM staff to the salaried FM staff, also effective July 16, 2004. Mr. Richardson will work half-time as the weekend custodian. He joined the hourly staff earlier this year.

Disposition: The board accepted the minutes of the meeting of June 26, 2004 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending June 30, 2004

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the period ending June 30, 2004.

MOTION: MR. VANDERROEST MOVED AND MS. DESHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2004 AS RECOMMENDED.



MOTION CARRIED 7-0.
The Financial Reports for the period ending June 30, 2004 were accepted.

ACTION ITEMS

- V. A. KPL Officer Delegate to MERS

Recommendation: Mr. Amdursky recommended the board appoint Diane Schiller, Head of Finance & Budget, as KPL Officer Delegate to the Municipal Employees' Retirement System (MERS) and that Gary Green be named as the alternate.

Executive
Summary:

As an increasing number of KPL employees are enrolled in MERS, it is important for us to participate in the system. We are asked to appoint an officer delegate and an alternate, both of whom need to be members of MERS and at the department head or higher level within the organization. Their appointment requires action of the governing body. In addition, an

employee delegate and an alternate are required to be elected by the MERS participants. This election has taken place. The delegate elected is Jim Clarey; the alternate is Amy Clark.

The officer delegate and employee delegate will likely attend the MERS annual meeting in September.

MOTION: IT WAS MOVED BY MS. DESHON AND SUPPORTED BY MR. BROWN TO APPOINT DIANE SCHILLER AS THE KPL MERS OFFICER DELEGATE AND GARY GREEN AS THE ALTERNATE.



MOTION CARRIED 7-0.

B. Letter of Engagement for 2004/2005 Audit by Siegfried Crandall PC

Recommendation: The director recommended the board authorize its President to sign a letter of engagement outlining the services Siegfried Crandall PC will perform to accomplish the 2003/2004 audit for Kalamazoo Public Library.

MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY MR. VANDERROEST TO AUTHORIZE THE PRESIDENT TO SIGN THE LETTER OF ENGAGEMENT WITH SIEGFRIED CRANDALL PC TO PROVIDE AUDIT SERVICES FOR 2003/2004 AS RECOMMENDED.

Executive
Summary:

The Board hires the auditing firm to perform the annual audit for the library; the arrangement is formalized through this signed letter of engagement.

It has been several years since we put the audit contract out for bid. 2003/2004 is the first year for implementation of the new GASB 34 accounting rules. Because of the resulting changes it would have been difficult to work with a new auditor this year, but the expectation is that the audit contract will be put out for bid for 2004/2005.

Discussion: Ms. DeShon suggested it might be prudent to request proof of a peer audit review of Siegfried Crandall.

Trustees agreed this was a good idea, and believe Siegfried Crandall likely has such a letter; if they don't, the director should request that they prepare a letter explaining why such a review is not needed.

They also agreed it is their expectation that the audit contract should be put out for bid for the 2004/2005 audit.

**AMENDED
MOTION:**

MR. BROWN MOVED AND MR. VANDERROEST SUPPORTED AMENDING THEIR MOTION TO INCLUDE A REQUEST FOR WRITTEN PROOF OF A RECENT PEER AUDIT REVIEW OF SIEGFRIED CRANDALL; IF NOT AVAILABLE, A WRITTEN EXPLANATION FROM SIEGFRIED CRANDALL OF WHY SUCH A REVIEW IS NOT NECESSARY SHOULD BE PROVIDED.



Motion carried 7-0.

C. Trustee Information on Website

Presentation: Director Amdursky noted that the launch of KPL's new website has provided the opportunity for the board to consider what trustee information is appropriate and acceptable to the board to include on the "Board of Trustees" page.

Executive
Summary:

Other library websites were checked to see what trustee information is provided. The results were varied. Information ranged from name only to a full array of contact information, office

held and expected duties, committee assignments, biographical information, personal statement, and a picture.

Discussion: There was discussion of what types of information as well as how trustees could be contacted and respond to the public, but no conclusion was reached. It was agreed that it would be helpful to ask President Godfrey to appoint a committee to look at this issue.

MOTION: IT WAS MOVED BY MR. VANDERROEST AND SUPPORTED BY MS. DESHON TO AUTHORIZE THE PRESIDENT TO APPORINT A COMMITTEE OF THE BOARD TO LOOK INTO THIS MATTER AND REPORT BACK TO THE BOARD AT ITS MEETING IN AUGUST.



Motion carried 7-0.

REPORTS

D. Eastwood Activities Report

Presentation: Susan Warner, Head of Youth and Branch Services, provided an oral report on Eastwood Branch activities and collections.

E. Parents as Partners

Presentation: Wendy Woltjer, children's librarian, demonstrated how she conducts "Parents as Partners" workshops, designed to stress to parents the importance and very real benefits of reading to children to prepare them to learn to read when they enter school.

Disposition: Trustees expressed their thanks and appreciation to both Ms. Warner and Ms. Woltjer for their presentations.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee

No report.

B. Personnel Committee

There was no committee report, but trustees asked about the upcoming union negotiations.

Ann Rohrbaugh, Assistant Director for Library Operations, told the board the first session for KPLA negotiations is set for August 9. A tentative first session for negotiations with KPLSP is set for August 10.

Mr. VanderRoest reported he, Ms. Addison and Ms. Godfrey recently met with a young man who is interested in providing a coffee shop at Central library. They did not make a commitment to him, but suggested he work on developing a financial plan before any further consideration of his proposal.

VII. OTHER BUSINESS

A. Directors Report

Presentation: Mr. Amdursky answered a few questions and elaborated on some items in the written director's report.

He reported the first meeting with librarians was held recently to discuss individual and departmental materials collection philosophies. He expects to hold more meetings over the next few months with the goal of developing a library-wide collection philosophy statement and will report back to the board on developments.

He suggested it would be valuable to hold a board retreat in the near future to focus on a similar, but more encompassing discussion of the future direction of the library and how funds should be expended to achieve goals.

In answer to a question about the viability of the framed art collection, Mr. Amdursky indicated Terry Lason, head of Loan and Outreach Services, is currently evaluating whether we should continue to loan framed art.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Mr. Brown was complimentary to library staff members who assisted his mother with information requests recently when she was visiting from out of town.

Ms. DeShon was delighted to have the board meet at branches, and specifically at the Eastwood Branch. She said in her role as Eastside Neighborhood Association Director she has always had a positive relationship with the branch staff and promotes the library in the neighborhood newsletter.

Dr. Brown thanked President Godfrey for her gracious comments about his tenure as Board President, and expressed his appreciation for working with what he considers a very fine board.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:40 p.m.

Amy DeShon, Secretary